

Program B: Management and Finance

Program Authorization: R.S. 25; 36:201-209; 38:2352-2361; 56:1801-1808

Program Description

There are six offices within the Department of Culture, Recreation and Tourism. Each has unique support service needs. The mission of the of Management and Finance Program is to direct the functions of human resources, fiscal and information services for these offices and for the Office the Lieutenant Governor in order to support these agencies in the accomplishment of their stated goals and objectives. The program goal is to provide the highest quality of fiscal, human resources, and information technology services to, and enhance communications with the offices within the department and with the Office of Lieutenant Governor to ensure compliance with legislative mandates and increase efficiency and productivity. This program consists of one activity, Management and Finance.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$1,635,344	\$2,022,482	\$2,022,482	\$2,049,992	\$1,900,191	(\$122,291)
STATE GENERAL FUND BY:						
Interagency Transfers	172,050	172,050	172,050	172,050	149,221	(22,829)
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	25,329	25,329	0	0	(25,329)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$1,807,394	\$2,219,861	\$2,219,861	\$2,222,042	\$2,049,412	(\$170,449)
EXPENDITURES & REQUEST:						
Salaries	\$1,210,922	\$1,452,947	\$1,421,806	\$1,453,291	\$1,482,395	\$60,589
Other Compensation	47,078	38,542	38,542	38,542	38,542	0
Related Benefits	270,646	375,467	366,348	371,949	292,082	(74,266)
Total Operating Expenses	101,117	178,335	176,405	104,521	83,796	(92,609)
Professional Services	0	0	0	0	0	0
Total Other Charges	162,924	174,570	216,760	185,426	136,475	(80,285)
Total Acq. & Major Repairs	14,707	0	0	68,313	16,122	16,122
TOTAL EXPENDITURES AND REQUEST	\$1,807,394	\$2,219,861	\$2,219,861	\$2,222,042	\$2,049,412	(\$170,449)
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	32	34	34	34	36	2
Unclassified	1	1	1	1	1	0
TOTAL	33	35	35	35	37	2

SOURCE OF FUNDING

This program is funded with State General Fund and Interagency Transfers. The Interagency Transfers are from the Lieutenant Governor for administrative services costs. (Per R.S. 39:36B. (8), see table below for a listing of expenditures out of each statutory dedication fund.)

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$25,329	\$25,329	\$0	\$0	(\$25,329)

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$2,022,482	\$2,219,861	35	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$2,022,482	\$2,219,861	35	EXISTING OPERATING BUDGET - December 2, 2002
\$33,096	\$33,096	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$5,951	\$5,951	0	Risk Management Adjustment
(\$1,169)	(\$1,169)	0	Legislative Auditor Fees
(\$23,595)	(\$23,595)	0	UPS Fees
(\$29,252)	(\$29,252)	0	Salary Base Adjustment
(\$29,735)	(\$29,735)	0	Attrition Adjustment
(\$62,984)	(\$85,813)	(2)	Personnel Reductions
(\$2,335)	(\$2,335)	0	Group Insurance Adjustment
\$853	\$853	0	Civil Service Fees
(\$12,521)	(\$12,521)	0	Executive Order MJF 2002-29
(\$76,062)	(\$76,062)	0	Other Non-Recurring Adjustments - one-time funding for upgrades to 100 Blast T network for the department computers statewide
(\$50,000)	(\$50,000)	0	Other Non-Recurring Adjustments - pass-through funding for the Louisiana High School Rodeo Association
\$0	(\$25,329)	0	Other Non-Recurring Adjustments - one-time funding from the Deficit Elimination Fund
(\$29,480)	(\$29,480)	0	Other Adjustments - Cut to fund Retirement (reduced travel and supplies)
\$16,122	\$16,122	0	Other Adjustments - provide for computer maintenance contracts and software updates
\$196	\$196	0	Other Adjustments - Fully fund CPTP
\$138,624	\$138,624	4	Other Technical Adjustments - transfer of 4 positions and funding from the Office of State Parks to the Office of the Secretary to provide for accounting, personnel services, budgeting, etc.
\$1,900,191	\$2,049,412	37	TOTAL RECOMMENDED

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$1,900,191	\$2,049,412	37	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$1,900,191	\$2,049,412	37	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2003-2004.

OTHER CHARGES

\$16,291 Provides for computer training, ISIS line maintenance and operational fees for all agencies within the Department.

\$16,291 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$4,891 Civil Service - for personnel services
\$461 Civil Service - for Comprehensive Public Training Program (CPTP)
\$2,448 Division of Administration - UPS
\$266 Division of Administration - mail fees
\$18,419 Risk Management
\$48,683 Legislative Auditor
\$45,016 Division of Administration - Office of Telecommunications for telephone services

\$120,184 SUB-TOTAL INTERAGENCY TRANSFERS

\$136,475 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$16,122 Office of Information Technology recommendation for computer maintenance and contracts

\$16,122 TOTAL ACQUISITIONS AND MAJOR REPAIRS